

GUIDE STEPS FOR PRIOR WRITTEN NOTICE (F– 8)

The purpose of the form is to document that the LEA provided Prior Written Notice to parents of a student with disabilities before changing or refusing to change identification, evaluation, placement or the provision of FAPE. Verification for appropriate contents of the Prior Written Notice will be done using up to three notices given during the past 12 months.

The following is a guide for the number of files to review using the F-8.

No. of special education files reviewed using an F-1	Less than 25	Less than 50	More than 50
No. of files using F-8	2-4	4-6	6-8 or 1 from each school located in the district

The file sample selection for the F-8 should include initial placements (IP), discipline (DIS), continuing student (CS) early childhood (EC), and phased out students (PO) to the extent they are available and appropriate for the LEA. The purpose is to get a good cross-section within the LEA.

Question	Instructions
No Citation	<p>Select a file in accordance with the file selection criteria. Determine three random times that PWN should have been sent during the previous twelve months. If three occasions did not occur within twelve months, use all that did occur.</p> <p>Method: Record the selection criteria code (IP, EC, DIS, PO, or CS) in the small box above the census numbers then record the student census number in as many columns as you have PWNs to evaluate for that student.</p>
No Citation	<p>PWN must be provided when a child is referred for an INITIAL evaluation (Identification).</p> <p>Method: Only files that are initial placements in the current year should be reviewed for this item. Determine if PWN was provided to the parent at the time the referral for evaluation was made.</p>
No Citation	<p>PWN must be provided before obtaining consent for the collection of additional data or after the team determines that no additional data are needed in the evaluation process.</p> <p>Method: Determine the date of the PWN. This date must be at the same time (or before) the request for parental consent for the collection of additional data. If the team determined that no additional data were needed, the date of the PWN must be on (or after) the date of that decision. Compare the dates on the PWN with the dates recorded in the evaluation report.</p>

Question	Instructions
No Citation	<p>PWN must be provided when there is a change or refusal to change the educational placement.</p> <p>Method: The date of the PWN must be prior to initial placement or a change in educational placement (including graduation, disciplinary removal or dismissal from special education): Compare the date of the PWN and the date that the change of placement occurred.</p> <p>The date of the PWN must be prior to the 11th day of a suspension, an accumulation of suspensions constituting a pattern or at the beginning of an expulsion, all of which constitute a change in placement and may require a change in services and the provision of FAPE.</p>
No Citation	<p>PWN must be provided when there is a change or refusal to change the provision of FAPE (before implementation of an initial or the review or revise of an IEP). Verification for appropriate use of the Prior Written Notice will be done using the notice given at the most recent IEP team meeting.</p> <p>Method: The date of PWN must be the same or following the date of an IEP meeting and prior to the date services are to begin. Compare the date on the PWN with the start date of services on the IEP.</p>
V.B.2.d	<p>Parents must be provided PWN when the LEA proposes to change or refuses to change identification, evaluation, educational placement, and the provision of FAPE.</p> <p>Method: Determine the purpose of each notice that should have been provided. Use this information to determine compliance. If a single notice covered multiple purposes, check all that are appropriate.</p>
V.B.2.e	<p>In order to provide notice in the language of the parent, there must be documentation of the primary language of the parent. The notice must be written in language understandable to the general public</p> <p>Method: Review the file to determine the language of the parent and the language in which the PWN was written. The PWN must be in the primary language of the home OR there must be substantial documentation that the LEA ensured the parents understood the content through the use of an interpreter.</p>
No Citation	<p>A description of action(s) proposed or refused by the LEA. All items taken into consideration must be identified.</p> <p>Method: Documentation must include a description of all actions taken into consideration by the team.</p> <p>Example: The district purposes that services will be provided to John in accordance with his IEP developed on 09/05/00. The team declined to place John in a more restrictive math placement as requested by his math teacher. Consider this item in compliance if there is no discrepancy noted.</p>

Question	Instructions
No Citation	<p>Explanation of why the agency proposed or refused to take action.</p> <p>Method: There should be a statement that is student specific.</p> <p>Example: John's IEP has been reviewed and services have been adjusted according to his present level s of performance and goals in math. John is currently receiving a grade of C- in his regular education math class without modification in grade level or change in performance criteria.</p>
No Citation	<p>Description of any options considered and why options were rejected.</p> <p>Method: Documentation should relate specifically to the student.</p> <p>Example: While the team discussed increasing the special education services provided for John, it was decided that he continues to require resource room assistance in reading and written expression and paraprofessional support in his regular education math class. Due to his level of success in math a resource math placement was not seen as appropriate.</p>
No Citation	<p>Description of evaluation procedures, test records used as a basis for the decision.</p> <p>Method: Documentation must support the basis on which the decision rests.</p> <p>Example: The team considered John's quarterly progress reports, weekly test grades, and scores on the district CRT and work completion data.</p>
No Citation	<p>Description of any relevant factors.</p> <p>Method: Documentation related to other factors should be evident.</p> <p>Example: John continues to need additional direction from the paraprofessional in order to complete assigned work. He has demonstrated ability in working with the peer tutor and cooperative learning groups that are used in the regular education math.</p>
No Citation	<p>Sources to obtain assistance in understanding notice.</p> <p>Method: There should be contacts available including address and telephone numbers for a number of parent resources including: Arizona Department of Education, Exceptional Student Services, Arizona Center for Disability Law and Raising Special Children.</p>
No Citation	<p>If the notice is not an initial referral for evaluation, a statement of how a copy of procedural safeguards can be obtained.</p> <p>Method: There must be a statement of the contact person within the district/at the school site that can provide PSN.</p>

Question	Instructions
V.B.3.c	<p>Prior Written Notice includes all required components.</p> <p>Method: Evaluate each PWN. Do not make this compliance call until you have reviewed all of the items related to this citation.</p> <p>For the notice to be in compliance you must find appropriate documentation for components #1-6. If any one of the first six components is not appropriately documented, you must mark the entire item as non-compliant. Component #7 may be marked as not applicable (U) if the notice is an initial referral for evaluation, If the notice not a referral for initial evaluation, then component #7 must also be documented in the PWN.</p>